

# Online Test Administration Manual Spring 2015

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# OVERVIEW FOR MI-ACCESS ONLINE ADMINISTRATION

This spring 2015 is the year that Michigan transitioned operationally to online testing for many of the statewide assessments. MI-Access will also have online features for most of the assessment types. The purpose of this manual is to provide concise information on how each part of this online testing mode functions together as an overall assessment program. For that reason the information in this manual will be confined to online testing activities and very little time will be spent explaining items normally found in the Paper/Pencil Test Administrator Manual which can be accessed on the MI-Access web page at [www.michigan.gov/mi-access](http://www.michigan.gov/mi-access). For this manual we may highlight how the online mode is different from the paper/pencil testing.

## WHAT'S NEW FOR MI-ACCESS THIS YEAR

This year the statewide assessment windows shifted from fall 2014 to spring 2015. This brought about major changes to the way the tests are developed and administered. The biggest differences are:

- all of the grades (3–8, and 11) will be administered in the same window (April 13 through May29)
- will have some online features available for virtually all tests,
- Social Studies FI will be available operationally for the first time in grades 5, 8, and 11.
- ELA: Expressing Ideas content area has now been expanded to include 3–8, and 11 (**ELA: EI is available in paper/pencil format only**).
- Science will be tested in grade 4, 7 and 11

The web page ([www.mi.gov/mi-access](http://www.mi.gov/mi-access)) will host guiding documents for all aspects of the online testing experience.

## CHANGES TO FUNCTIONAL INDEPENDENCE – FI

- When making a decision to use the online testing mode for FI students, you need to consider if this is a part of the student's typical instructional routine. This decision is best made by the IEP team to help ensure the best testing experience for the student.
- FI will be delivered and administered online. For students who cannot be assessed online, schools/districts may order paper/pencil for them.
- For schools that requested an Online Waiver request before November 21, 2014 their students must be assessed using the paper/pencil mode.
- Past cycles of MI-Access (FI) have been based on the prior year EGLCEs. In moving the testing cycle to spring EGLCEs are assessed in the same year they are taught.
- FI ELA: Expressing Ideas will be assessed in ALL grades (previously was grades 4, 7, and 11).
- FI ELA: Expressing Ideas (grades 3-8, & 11) will NOT be online for any grade. This will be a paper/pencil administered test for all grades. This material will require schools/districts to order for all FI students being tested.
- The audio CD for ELA: accessing print and ELA: expressing Ideas is still combined on one CD and the label indicates that it is for both content areas even though the booklets are separated this year.
- Social studies will be available for FI students grades 5, 8, and 11 (P/SI will be locally developed/approved as in the past).

# OVERVIEW FOR MI-ACCESS ONLINE ADMINISTRATION

- Science will be assessed in 4, 7, and 11 (previously was grades 5, 8, and 11).
- For the FI online assessments, there will be two parts (two test tickets). A test ticket will be issued for each part of the test, which are designed to be taken in one day. See Online Assessment documents on the MI-Access web page for more information.
- Schools would need to have students pre-identified for FI before an order may be placed for materials.
- The participating flexibility between the general and alternate assessments (FI only) will be continued in the future and will include grade 11 for M-STEP. Note: the ELA portions may not be split between any assessments.

## CHANGES TO SUPPORTED INDEPENDENCE AND PARTICIPATION – P/SI

- Students need to be pre-identified for P or SI before an order may be placed for materials.
- P/SI will continue to be paper/pencil including the picture cards. This is not a change for this year.
- P/SI Answer Documents will be an online portal. NO paper answer documents will be produced for P/SI. This is different than last year. Instructions for using the online answer document are posted on the MI-Access web page ([www.mi.gov/mi-access](http://www.mi.gov/mi-access)) in the MI-Access P/SI Online Answer Document Instructions and in this manual as well.
- Test tickets will be issued for online testing, including P/SI for entering scores.
- P/SI has removed the administrators tear out sheets (usually found in back of booklets) and will be provided as a separate material called “Scoring Documents.” These documents mirror the look and feel of the online answer document to provide an easy method of transferring the student scores. Additional copies available on the MI-Access web page ([www.mi.gov/mi-access](http://www.mi.gov/mi-access)).
- Science will be assessed in 4, 7, and 11 (previously was grades 5, 8, and 11).
- ELA, mathematics, and science for P/SI grade 11 will be combined in one test booklet and one set of matching picture cards

# OVERVIEW FOR MI-ACCESS ONLINE ADMINISTRATION

## IMPORTANT DATES FOR SPRING 2015


















MI-Access online assessments and Paper/pencil share the same administration window.

Testing window opens April 13, 2015. The window remains open for 7 weeks.

The final day of testing and all online entries made will be May 29, 2015.

While no materials are required for online testing the Expressing Ideas will need to be returned to the vendor no later than June 5, 2015.

### Spring 2015 Testing Schedule for Summative Assessments

	Week Beginning																	
	2/9	2/16	2/23	3/2	3/9	3/16	3/23	3/30	4/6	4/13	4/20	4/27	5/4	5/11	5/18	5/25	6/1	6/8
Grades 5 and 8												3 wks						
Grades 4 and 7													3 wks					
Grades 3 and 6																3 wks		
Grade 11														8 wks				
MI-Access Alternate Assessments													7 wks					
College Entrance: ACT Plus Writing*				 3/3 ONLY				 3/17 ONLY										
Accommodations Testing				 3/3 – 3/17														
Work Skills: WorkKeys*				 3/4 ONLY				 3/18 ONLY										
Accommodations Testing				 3/4 – 3/18														
WIDA Access for ELLs			 7 wks															
WIDA Alternate Access for ELLs			 7 wks															

Online testing has the flexibility of testing **any** time during the testing window designated for each grade level. Paper and pencil tests must be administered on the dates specified for each content area in the window designated for each grade level.

\*ACT Plus Writing and WorkKeys have been extended for one year. The initial testing dates for Spring 2015 are March 3<sup>rd</sup> for ACT and March 4<sup>th</sup> for WorkKeys. The makeup dates are March 17<sup>th</sup> for ACT and March 18<sup>th</sup> for WorkKeys. The accommodations testing window is March 3 – 17 for ACT and March 4 – 18 for WorkKeys.

Icon Legend



Online Assessment



Paper/Pencil Assessment

# OVERVIEW FOR MI-ACCESS ONLINE ADMINISTRATION

## HELP DESK CONTACT INFORMATION

MI-Access help desk agents will be available to receive questions via a toll-free phone number and e-mail from 8:00 A.M. to 5:00 P.M. EDT/EST, Monday through Friday for the duration of the contract (excluding federal holidays but including summer vacation days). During test administration, the Call Center staff will be available beginning at 7 A.M. EDT/EST. You may call the Help Desk at 1-877-560-8378 or email, [baa@michigan.gov](mailto:baa@michigan.gov). The list below provides the Help Desk phone options:

### Michigan MI-Access Help desk 877-560-8378

#### Help Desk Hours:

**9/1/2014 - 4/10/2015 M - F 8:00 AM EST - 5:00 PM EST**

**4/13/2015 - 6/5/2015 M - F 7:00 AM EST - 5:00 PM EST**

The email address is [BAA@michigan.gov](mailto:BAA@michigan.gov).

Topic	Option
Known or suspected cheating or unethical testing practices on any state assessment	1
eDIRECT, INSIGHT, Locked tests, or online assessment tools	2
Secure Site, M-STEP, MI-Access, Accountability reporting, or Educator Evaluations	3
College Entrance or Work Skills Testing	4
√ Eligibility to test, MDE Secure Site, Pre-ID, or high school testing	4, 1
√ ACT college entrance or Workkeys™ work skills test, including ordering test materials, or information regarding accommodations	4, 2
English Language Learner assessments, WIDA, or W-APT	5
Kindergarten entry assessment, Teaching Strategies Gold	6
All other calls	8

# OVERVIEW FOR MI-ACCESS ONLINE ADMINISTRATION

## COMMUNICATIONS

Keeping educators up to date regarding changes in assessment and accountability is critical. The OSA communicates using a variety of communication modes including:

- E-mail using Educational Entity Master (EEM).
- The [Spotlight on Student Assessment and Accountability](#) where educators and staff may subscribe to receive each weekly edition.
- MI-Access listserv email (Sign up at [www.michigan.gov/mde](http://www.michigan.gov/mde).)
- SPRING 2015 video tutorials for District Coordinators through eDIRECT.
- Documents posted to the MI-Access websites: [www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)
- EDIRECT also has numerous items to assist with preparation at <https://mi.drctdirect.com>
- Information posted to the Announcement page on the **BAA Secure Site**.
- Presentations at state conferences including the Michigan School Testing Conference in February.
- Please make sure you are referencing these sources of information regularly, in order to stay current on all assessment and accountability information.

## GETTING STARTED WITH ONLINE TESTING SETUP

**Pre-ID Process:** In January, the Division of Accountability Services (DAS) pre-identified students for M-STEP from the Fall 2014 MSDS General Collection (student count day) and Student Record Maintenance (SRM) files submitted in MSDS. It is the districts responsibility to make sure the students are deselected from the general assessment and moved over to MI-Access assessment and the appropriate type of assessment, either Functional Independence, Supported independence or Participation.

Districts should do the following actions directly on the Secure Site:

- Review the Pre-ID Student Report to ensure all students are pre-identified.
- Unassign students from the MI-Access testing that have exited the school.
- Assign new students to the MI-Access that have enrolled after count day.

**Ordering Expressing Ideas (EI):** The EI assessment is the only MI-Access assessment that is administered entirely in paper/pencil mode, since the technology to capture constructed responses of students is not available this year. It is important therefore to have EI materials ordered in the secure site.

**Loading Students (eDIRECT)** Students CANNOT be loaded directly into eDIRECT. To add students, follow the above procedure to pre-identify students in the Secure Site. Once students are identified in the BAA Secure Site, it will take up to one business day for them to be loaded into eDIRECT.



# GETTING STARTED WITH ONLINE TESTING SETUP

## Assigning/Editing Sessions

**Building Coordinators** carry the primary responsibility of assigning Functional Independence (FI) students to test sessions, however **District Coordinators** may provide backup.

Schools administering the online assessment will need to group FI students into Online Sessions on the Secure Site in addition to pre-identifying students. All students, whether they were Pre-identified by the school or Pre-identified by DAS, will need to be grouped in online sessions.

*Note: The SI and P students will be automatically set up in a test session in the secure site prior to March 27, 2015.*

**Prior to March 27, 2015 5:00 p.m.**, students will need to be assigned to sessions in the Secure Site. Instructions for assigning students to an online session can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) by clicking on "Spring 2015 Online Sessions" located at under the Quick Reference section.

**After March 27, 2015 5:00 p.m.**, pre-identified students will be pulled in their session groups from the Secure Site and entered into eDIRECT. Beginning on **April 3**, schools will need to place new students into a session in eDIRECT and not on the Secure Site. Pre-identified students will continue to be pulled nightly starting March 28.

Detailed directions on how to create and edit a test session in eDIRECT can be found on the eDIRECT website (no login required) <https://mi.drcedirect.com> General Information → Documents, Document Type "Mini-modules."

**Test Tickets:** Test tickets can only be printed for students who are entered in an online session in eDIRECT. Each test ticket has a unique password.

FI students who are testing online will need a different test ticket for each assessment part.

For SI and P students, test tickets will be required to enter student responses in the Online Answer Document (see the Online Answer Documents section for more information).

Detailed directions on how to print test tickets in eDIRECT can be found on the eDIRECT website (no login required) <https://mi.drcedirect.com> General Information → Documents, Document Type "Mini-modules."

It is important to remember that the test tickets are considered a secure material and must be kept in a secure location until needed. All test tickets must be returned to the building coordinator for destruction.

# GETTING STARTED WITH ONLINE TESTING SETUP

## MI-Access Online Test Tickets by Grade Level, Test, and Content Area

	Functional Independence (FI)				Supported Independence (SI) Answer Document Only			Participation (P) Answer Document Only		
	ELA: Accessing Print*	Math	Science	Social Studies	ELA	Math	Science	ELA	Math	Science
	All Grades	All Grades	Grades 4, 7, and 11	Grades 5, 8, and 11	Grades 3-5, 6-8, 11	Grades 3-5, 6-8, 11	Grades 3-5, 6-8, 11	Grades 3-5, 6-8, 11	Grades 3-5, 6-8, 11	Grades 3-5, 6-8, 11
Part 1	1	1	1	1	1	1	1	1	1	1
Part 2	1	1	1	1	N/A					
*FI ELA: Expressing Ideas is only administered in paper/pencil modality										

Device Requirement and Scheduling Considerations: Device requirements for Spring 2015 online delivery are published in MTRAx. Note: Headphones are required for the audio portion of the assessment.

**Test Lock and Unlock:** The test is designed so that a single part must be completed in a single instructional day. The student may start and stop the test by using the test ticket to log back into the test. Once the test has become locked past midnight it becomes permanently locked and may not be re-opened. You will not have the permission to unlock students.

# ROLES AND RESPONSIBILITIES

There are several roles associated with MI-Access testing.

- District Coordinators (DCs),
- Building Coordinators (BCs),
- Assessment Administrators (AAs) who are associated with both modes of testing - online and paper/pencil.
- For P/SI there will be a Primary Assessment Administrator (PAA) and a Shadow Administrator (SAA).
- Technology Coordinators (TCs) are associated with online testing, only.

Each role is briefly outlined here. DCs and BCs each have their own section of this manual with more information on each of the listed tasks. Technology Coordinators have a separate manual detailing the installation and configuration of testing software.

## TECHNOLOGY COORDINATORS

- Download and install testing software (INSIGHT) and Testing Site Manager (TSM) (see page XX for more information)
- Configure all testing devices to communicate with the TSM
- Are available during testing to troubleshoot and assist
- Should be known to District and Building Coordinators in the event of a technology issue during testing

## DISTRICT COORDINATORS (see DC section for further details)

- Serve as “backup” support for Building Coordinators
- Paper/pencil responsibilities for EI

## BUILDING COORDINATORS (see BC section for further details)

- Schedules and coordinates testing during testing window
- Schedules and conducts training of Test Administrators
- Schedules and coordinates student test practice and Online Tools Training (OTTs)
- Ensures FI students are assigned to online test sessions
- Assigns the appropriate accommodations to students in eDIRECT
- Prints and distributes student login tickets before each test. Collects tickets and scratch paper for destruction after each test session
- Paper pencil responsibilities

## ASSESSMENT ADMINISTRATOR (see AA section for further details)

- Read and become familiar with the overall MI-Access administration directions found in the Paper/Pencil Test Administrator Manual on the MI-Access webpage at [www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)
- Arranges the testing environment which may include logging students into test sessions, verifies student information, and click on test name and part for the student
- Assists students with test features such as, speed and volume of text, color chooser, contrasting, etc.
- Monitors students during testing
- Collects login tickets and scratch paper at the end of each test session and delivers to Building Coordinator
- Ensures 1:1 testing devices (such as an iPads or Chromebooks that go home with students) have been completely exited out of the testing system before the device leaves the testing room

# ADMINISTRATION OF THE MI-ACCESS ONLINE TESTS

For spring 2015 the state of Michigan will be assessing students online. This is also true for MI-Access. This will be the first time Michigan will have an operational online assessment for students with significant cognitive impairments by utilizing a student-facing mode of testing. While the mode of testing may be different from previous years the administration of the test has remained very similar to what MI-Access students are accustomed to. For this reason it is very important that assessment administrators read and be familiar with the administration process found in the paper/pencil test administrator manual found on the MI-Access webpage ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)). **Please note:** the instructions given below presume that you are indeed familiar with MI-Access testing guidelines and procedures.

## FUNCTIONAL INDEPENDENCE – FI

- Students taking the FI assessments will be presented with the test online through the INSIGHT test ticket process for the grade level and content area.
- The student may operate the computer/laptop in navigating the mouse and cursor through each item of the test and/or the administrator may assist the student based on the student's technical ability. The level of administrator intervention to assist the student is a discretionary decision based on your knowledge of the student's history and abilities.
- If for any reason the student cannot operate the computer or remain engaged with the items being presented, the assessment administrator may take control of the computer and ask the student to follow along and make selections for them as each item is presented and responded to. Administrators may say or do whatever is routinely used to help student engage in this process.
- The administrator can fill in the student's response bubbles online as the student makes each selection.
- The test is designed so that a single part must be completed in one instructional day. It is important to remember this when making the decision to allow the student to test with this mode. If the student has great difficulty engaging and requires several days to test it may be best to assess the student with a paper/pencil version of the test. Each test has two parts and each part requires a different test ticket.
- If a student requires the Color Chooser or Contrasting Text supports they must be turned on by the Test Administrator in INSIGHT by selecting the Options button once the student has signed in. (See screenshot below).
- If a student requires the Masking support, this must first be turned on by the Building Coordinator in eDIRECT, and must then be turned on by the Assessment Administrator in INSIGHT by selecting the Options button once the student has reached the first item. Please note that masking must be selected for each item for which it is needed. (See screenshot below).



# ADMINISTRATION OF THE MI-ACCESS ONLINE TESTS

- For students testing on iPads, turn on Guided Access\* by triple clicking the home button. After you have triple clicked the home button, check for confirmation that Guided Access has started. A square message box will appear momentarily (see the screenshot).



*\* For more information on Guided Access, refer to the M-STEP TAM.*

- For students testing on iPads, you will need to turn OFF Guided Access in order for the student to exit INSIGHT and use other apps on the device. This must be done for each individual iPad. To turn OFF Guided Access, triple click the home button. On the following screen, click "End" in the top right corner. You will be prompted to enter a four-digit passcode. This passcode should have been provided to you by your Building Assessment Coordinator or Technology Coordinator. Students may NOT complete this step. It must be completed by a test administrator. The password is considered a secure material and should be entered outside of student view.

If your student is testing on an iPad and the assessment is using an audio accommodation (TTS), you will want to make sure the volume rocker buttons are enabled to adjust headphone volume. To enable the rocker buttons, triple click the home button again (after you have started Guided Access). You will be prompted to enter the four-digit passcode. Please remember to shield this passcode from student view. On the following screen, look for "Hardware Buttons" on the bottom left. Select "Options" and ensure "Volume Buttons" is enabled (green). Click "Resume" in the top right corner to return to testing in Guided Access mode.

- If a student needs to pause their test for a few minutes, use the blue Pause button in the tool bar along the bottom of the screen. Once the Pause button is selected, the test questions are removed from the screen (for test security reasons), and the student has up to 20 minutes to return and resume testing before being logged out of the test.
- If a student needs to exit the test to move to another workstation or to resume at a later time, select the Pause button, select Exit, and then select "Yes, Exit" on the pop-up screen. The student will need their test ticket to log in again.

# ADMINISTRATION OF THE MI-ACCESS ONLINE TESTS

## SUPPORTED INDEPENDENCE AND PARTICIPATION – P/SI (ONLINE ANSWER DOCUMENT)

When assessing P/SI students it is important to know that administering the test is exactly the same as it has been for years. It is conducted with a primary assessment administrator (PAA) and a shadow (SAA) observing the student using paper versions of the administrator test booklet and accompanying student picture cards. See the paper/pencil test administrator manual for more details.

It is also important to make sure each student has been Pre-Identified in the secure site by March 27, 2015 for the assessment type (P or SI). This information will be used in the secure site to automatically set up the student(s) in a test session. If a new student is added after this date the process will take overnight to refresh and a test ticket can then be created.

The PAA and SAA will be provided with Scoring Documents to independently and simultaneously record each student's responses (additional copies of the scoring documents can be found on the MI-Access webpage under the assessment window information section).

Once the student has been assessed the PAA should:

- Navigate to <https://drcsurveys.com/mi/mi2014/logon.aspx>
- Using the student's test ticket (provided by the building coordinator), enter the Username and password associated with the ticket. All P/SI online answer documents will only require a single test ticket for each content area.

**MI-Access Alternate Assessment Spring 2015 Test Ticket**  
**G 3-5 SI ME-e Math**

Test Session Name: Grade 3-5 SI Math  
Student Name: Brown, Charlie L.  
Date of Birth: 6/9/1999  
State Student ID (UIC): 9999900120  
District Student ID: [redacted]  
Username: CBrown1  
Password: TT5RQK4J  
Form: [redacted]  
Accommodation: [redacted]

**MI-Access**  
Michigan's Alternate Assessment Program  
Please login:

Username:   
Password:

- A welcome page will appear to provide an opportunity for you to confirm the information

**MI-Access**  
Michigan's Alternate Assessment Program

Welcome to the MI-Access Online Answer Document.

You are about to enter Primary (PAA) and Shadow Administrator (SAA) assessment scores for Charlie Brown. Before you begin, please ensure that the PAA and SAA Scoring Documents you have in front of you are for the student listed above and for the content area listed below.

Student name:	Charlie Brown
Content Area:	Mathematics
Grade:	3-5
Assessment:	G 3-5 SI ME-e Math

By clicking below, you are agreeing to the following statement:

"I verify that the student whose information is being entered into this online answer document matches the PAA and SAA scoring documents completed at the time each item was administered to Charlie Brown."

# ADMINISTRATION OF THE MI-ACCESS ONLINE TESTS

- An online answer document will appear and the PAA must enter their scores as well as the scores recorded by the SAA. Per the SI example shown below (Participation has a 3 point rubric online answer document), the answer document provides a clear table to enter the student responses.


**Note:** make sure the header information matches the test ticket, and the matching form number is selected.

MI-Access Supported Independence Online Answer Document - SPRING 2015						
Student name:		Charlie Brown				
Content Area:		Mathematics				
Grade:		5-5				
Form:		Please Select Form ▼				
		2 - Responds correctly with no assessment administrator assistance	1 - Responds correctly after assessment administrator provides verbal/physical cues	A - Incorrect Response	B - Resists/Refuses	C - Assessment administrator provides hand over-hand assistance and/or step-by-step directions
1	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
2	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
3	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
4	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
5	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
6	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
7	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

- Once the student responses have been entered the online answer document may be submitted. Other options allow you to "Clear Responses" which will erase all entries and start over. There is also a "Save and Return Later" button allowing you keep your current entries and return later to complete. Note: the test ticket will be needed in order to return to this online answer document.

Submit	Clear Responses	Save and Return Later
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- After submission of the online answer document a final instruction page will appear to assist with your next steps if needed.



You have successfully submitted scores for Charlie Brown, Mathematics.

If you are finished entering scores, please close your browser window to ensure the privacy of your information.

If you would like to enter more scores, select the button below to return to the login screen.



# ONLINE TOOLS TRAINING - OTTs

## MI-ACCESS FUNCTIONAL INDEPENDENCE ONLINE TOOLS TRAINING - OTT

Online Tools Training allows your students an opportunity to interact with an online program that will look and function like the test engine that will be used for the MI-Access Functional Independence online assessments.

The purpose of this “practice” test is for students to become familiar with the functionality of the test engine, learn how to use the various tools available, and practice interacting with the system by answering sample test questions.

The OTT program contains instructions on how to use the available tools within the test engine, as well as 10 practice questions of varying types (such as independent questions, questions involving graphics, questions involving maps, passage based questions). All questions on the online assessment will be what the students are used to seeing for MI-Access Functional Independence: multiple choice (question and three answer choices).

Unlike the M-STEP, there will not be any technology enhanced items this year and the constructed response items (Expressing Ideas) will be completed on paper by all students.

The sample questions will span all four content areas (ELA, Mathematics, Science and Social Studies) and the same OTT (or practice test) will be used by all grade levels. Students may interact with this practice test as much as they wish, or as often as teachers determine is appropriate for the students.

Please note that the web-based version of the Online Tools will not include the text-to-speech audio. We are making this web based version available as early as possible so that students can interact with it as soon as possible, but the audio will not be available until late March.

Once the test engine (Insight) is available, please speak with your technology coordinators about getting the software loaded onto the machines you will use for the assessment as soon as possible. Once that software is loaded, Phase II of the Online Tools Training will be available within that software.

Phase II will contain the same content as the web version (Phase I), but will include the text-to-speech audio, which will be defaulted as “on” for all students taking MI-Access Functional Independence online assessments (please see the Universal Tools section of the MI-Access Supports and Accommodations table).

OTT requires a **Google Chrome** browser and can be found using the following URL: <https://wbte.drcedirect.com/MI/portals/mi/ott2>

*Note: it is preferable for students to engage in the OTTs by using INSIGHT software so that they have access to all online tools and features including text-to-speech.*



# PREPARING & PLANNING FOR MI-ACCESS ADMINISTRATION

## PROFESSIONAL DEVELOPMENT

State testing requires carefully considered test administration strategies. Schools and school districts should ensure that **all staff members receive professional development sessions that apply to their specific role within the testing context.** Survey feedback indicates that many test administrators simply read the test administration manual in order to prepare for testing and this may not be sufficient.

Especially critical is planning with and support for staff members who administer tests to students receiving accommodations. Many special education teachers must administer MI-Access with and without accommodations. These staff members need help and support in order to avoid irregularities and miss-administrations that negatively affect students, schools, and districts.

## TRAINING DOCUMENTS

The following resources are available for you to train at your own pace, on your own time.

Recorded Presentation	Description	Where to find it
District and Building Coordinator Recorded Presentation	<i>Recommended</i> viewing for District and Building Coordinators. Recording of a live presentation. Provides an overview of the M-STEP Spring 2015 administration, a “tour” of the training resources available for M-STEP and MI-Access, and answers to some common questions.	<a href="http://mi.drcedirect.com">http://mi.drcedirect.com</a> General Information → Documents
Technology Coordinator Recorded Presentation	<i>Optional</i> viewing for District and Building Coordinators. Recording of a live presentation. Provides an overview of the software and technology setup required for M-STEP and MI-Access Spring 2015 testing.	<a href="http://mi.drcedirect.com">http://mi.drcedirect.com</a> General Information → Documents

Manual	Description	Where to find it
MI-Access Online Test Administration Manual (TAM)	This manual	Electronic, only: <a href="http://www.michigan.gov/mi-access">www.michigan.gov/mi-access</a> → “Assessment Window Information”
MI-Access Online Tools Training (OTT) Administration Directions	Online test administration directions for Test Administrators of Online Tools Trainings (OTTs)	Electronic, only: <a href="http://www.michigan.gov/mi-access">www.michigan.gov/mi-access</a> → “What’s New”
MI-Access Paper/Pencil Test Administration Manual (TAM)	Paper/Pencil test administration directions for Test Administrators	Paper and Electronic: <a href="http://www.michigan.gov/mi-access">www.michigan.gov/mi-access</a> → “Assessment Window Information”

# PREPARING & PLANNING FOR MI-ACCESS ADMINISTRATION

## MINI TUTORIALS

Mini tutorials are short videos designed to instruct District and Building Coordinators and Test Administrators in online testing tasks. Each is accompanied by a printable document with the same information (so you can choose the video, the printed document, or both). These mini-tutorials are referenced throughout this manual.

Mini Tutorial	Description	Where to find it	Role
Accessing Documents in eDIRECT	How to access, sort, and filter documents on the eDIRECT test management website.	<a href="http://mi.drcedirect.com">http://mi.drcedirect.com</a> General Information → Documents	All
Accessing Online Tools Trainings (OTTs)	How to access OTTs - the student practice tests.	<a href="http://mi.drcedirect.com">http://mi.drcedirect.com</a> General Information → Documents	All
Searching for Students in eDIRECT	How to find students that have been pre-loaded into eDIRECT	<a href="http://mi.drcedirect.com">http://mi.drcedirect.com</a> General Information → Documents	DC, BC
Test Sessions - Adding a new test session and printing login tickets	How to add a new test session (in addition to pre-loaded test sessions) and print login tickets	<a href="http://mi.drcedirect.com">http://mi.drcedirect.com</a> General Information → Documents	DC, BC
Test Sessions - Editing an existing test session	How to add or remove a student from a test session	<a href="http://mi.drcedirect.com">http://mi.drcedirect.com</a> General Information → Documents	DC, BC
Checking Student Test Status	How to check if a student has not started a test, is in progress, or has completed a test	<a href="http://mi.drcedirect.com">http://mi.drcedirect.com</a> General Information → Documents	DC, BC
Using INSIGHT Tools	How to use the tools available to students during testing	<a href="http://mi.drcedirect.com">http://mi.drcedirect.com</a> General Information → Documents	BC, TA

## EDIRECT

<http://mi.drcdirect.com>

eDIRECT is DRC's custom-built web application that allows State of Michigan Users to access training materials, download testing software, manage online test sessions, assign and manage online testing accommodations, and monitor testing progress. Each user will receive his or her own login information and password with specific permissions based on their role as entered in the BAA Secure Site. eDIRECT is used in connection with DRC's online test engine, INSIGHT.

## INSIGHT AND TESTING SITE MANAGER (TSM)

The INSIGHT Online Learning System, provided by Data Recognition Corporation (DRC), is software that provides a secure online testing environment. The INSIGHT Online Learning System consists of client software available from eDIRECT to be installed on each testing device. In addition, a testing site manager (TSM) is installed on a single machine or server for the school or district or, in some cases, the ISD. The TSM helps manage network traffic, connectivity, and bandwidth issues, ensuring that students are not kicked out of the system during testing should connectivity become congested or lost. The TSM is required for the audio components to function properly and ensures a smooth testing environment.

## SUPPORTED TESTING DEVICES

Students may test using the following devices:

- Windows-based desktop or laptop
- Mac-based desktop or laptop
- iPad
- Chromebooks

Please refer to the Technology User Guide for more detailed information about supported devices and versions.

**All devices that are being used for testing must have INSIGHT installed and be configured to work with a TSM.**

## TESTING DEVICES NOT SUPPORTED

The following devices are NOT supported for spring 2015 testing:

- Android tablets
- Touchscreen functions of Chromebook or Windows-based machines
- Thin Clients

Please refer to the Technology User Guide for more detailed information about the devices and features that are NOT supported.

# DISTRICT COORDINATOR ROLES AND RESPONSIBILITIES

## DISTRICT COORDINATOR

- Serve as “backup” support for Building Coordinators
- Distribute Expressing Ideas to all schools as ordered.
- Provide staff with online resources for online testing.
- Be familiar with activities found on page 26 of Paper/Pencil manual on webpage.
- Help coordinate testing schedules for online students.
- For Participation and Supported Independence all student must be Pre-Identified in the secure site by March 27, 2015 for the assessment type (P or SI). This information will be used in the secure site to automatically set up the student(s) in a test session. If a new student is added after this date the process will take overnight to refresh and a test ticket can then be created.
- For Functional Independence it is important to make sure each student has been Pre-Identified in the secure site by March 27, 2015. Students will need to be grouped into sessions in the secure site for online testing.
- The DC is also responsible to ensure that the proper roles have been assigned for district and school users.

## ASSIGNING ROLES FOR DISTRICT USERS

All users requiring eDIRECT access (Technology Coordinators, District Coordinators, and Building Coordinators) must be listed under the appropriate role in the Secure Site. User information will be pulled from the secure site and loaded into eDIRECT. Please note that this is the only method for adding users to the eDIRECT system. Users will **not** be added manually over the phone.

Technology Coordinators will need access to eDIRECT in order to download testing software. Building Coordinators will need eDIRECT access in order to manage test sessions, assign accommodations, and print login tickets. District Coordinators will need access in order to monitor testing progress as well as serve as backup support for Building Coordinators. Test Administrators will not need eDIRECT access. All users have access to the documents section of eDIRECT as it does not require a login. Documents can be accessed at <http://mi.drctedirect.com> General Information → Documents.

## TRAINING REQUIREMENTS

District Coordinators should review and become familiar with all sections of this online Test Administration Manual and Paper/Pencil Test Administration Manual found on the MI-Access webpage.

Instructions for assigning roles to an online session can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) by clicking on “Assigning Roles for eDIRECT in Secure Site” located at under the Quick Reference section.

## STAFF PROFESSIONAL DEVELOPMENT

The following training presentations will be provided:

- District and Building Coordinator Training Webex
- Recorded version will be available 3/16/15 at <http://mi.drctedirect.com> General Information → Documents
- Recorded Technology Coordinator Training Webex available 2/26/25 at <http://mi.drctedirect.com> General Information → Documents

# DISTRICT COORDINATOR ROLES AND RESPONSIBILITIES

## ONLINE TRAINING TOOLS (OTT)

OTTs are provided for students to familiarize themselves with the mode of testing that will appear on MI-Access FI Spring 2015 assessments, as well as to give them an opportunity to practice the types of items and tools available in the online testing system.

A document with links to the OTTs can be found at [www.michigan.gov/mi-access](http://www.michigan.gov/mi-access) under “What’s New” section. Other OTTs cannot be accessed until the **Technology Coordinator** has installed and configured testing software.

It is the responsibility of the **Building Coordinator** to schedule opportunities for students to practice using the OTTs. Providing students with ample practice opportunities will ensure students are familiar with the test content, item types, and system tools and navigation on test day. See below in the [Building Coordinator section](#) for more information about accessing OTTs.

# BUILDING COORDINATORS

## DESCRIPTION OF ROLE AND RESPONSIBILITIES

### Requirements for Building Coordinator

Building Coordinators should review and become familiar with all sections of this Test Administration Manual. Building Coordinators are also responsible for training Test Administrators and ensuring TAs have all necessary materials.

### Staff professional development

The following training presentations will be provided:

- District and Building Coordinator Training Webex
  - Recorded version will be available 3/16/15 at <http://mi.drcedirect.com> General Information → Documents
- Recorded Technology Coordinator Training Webex available 2/26/25 at <http://mi.drcedirect.com> General Information → Documents
- Test Administrator Power Point available at <http://mi.drcedirect.com> General Information → Documents

It is the responsibility of the **Building Coordinator** to schedule opportunities for students to practice using the OTTs. Providing students with ample practice opportunities will ensure students are familiar with the test content, item types, and system tools and navigation on test day.

The checklist is provided as a single-page document to guide you in the tasks associated with online MI-Access testing. For your reference, the checklist portion of the document is also listed here. Find the full document at <http://mi.drcedirect.com> General Information → Documents

## CHECKLIST - BUILDING COORDINATOR

- ☐ 1. Watch the **Building Coordinator WebEx training (Live 3/10, 3/12 - recording posted on eDIRECT)**
- ☐ 2. Review the online guidance documents found on the MI-Access webpage
- ☐ 3. Ensure all Test Administrators have access to and have read the appropriate portions of the Paper/Pencil Test Administrator Manual found on the MI-Access webpage
- ☐ 4. Ensure all Test Administrators have read this manual
- ☐ 5. Coordinate and verify **Test Engine (INSIGHT)** and **Testing Site Manager (TSM) Set Up** with Technology Coordinator (test that the system is properly installed by accessing OTTs)
- ☐ 6. Coordinate the student use of **Online Tools Training (OTT)**
- ☐ 7. Manage the **Student Roster** on eDIRECT. Update incorrect/missing information in the BAA Secure Site
- ☐ 8. Schedule the **Test Sessions** and **Create or Edit Test Sessions** in eDIRECT, if necessary
- ☐ 9. Print/Sort/Distribute Student **Test Login Tickets** to Assessment Administrators (Daily)
- ☐ 10. **Monitor Testing** and Support Assessment Administrators during Test Window (Daily)
- ☐ 11. **Provide Guided Access password** to Test Administrators of students testing on iPad devices
- ☐ 12. **Post-Test Housekeeping** – collect/destroy all login tickets, reference documents and scrap paper; verify student statuses show “completed” for each student (eDIRECT: Test Setup → Student Status); Schedule make up sessions for students as needed. (Daily)

### LOGIN TICKET PRINTING

Each student will require a login ticket for every test session. Each login ticket has a username and unique password. See the Test Tickets section above for more information.

A roster will also print with each set of login tickets. If roster is not desired, it is possible to print the tickets only by adjusting print settings to leave of the first 1-2 pages of the document.

For detailed information on printing login tickets, refer to the **Test Sessions - Adding, Editing, Printing Login tickets** guide and mini-tutorial. This document can be found at <http://mi.drcdirect.com> General Information → Documents

For more information on managing login tickets, refer to the [Managing student login tickets](#) section on the next page.

# MANAGING STUDENT LOGIN TICKETS

## MANAGING STUDENT LOGIN TICKETS

For detailed information on printing login tickets, refer to the ***Test Sessions - Adding, Editing, Printing Login tickets*** guide and mini-tutorial. This document can be found at <http://mi.drcedirect.com> General Information → Documents

Test tickets and rosters are considered secure materials. Once printed, they should be kept in a secure location until the session is scheduled to begin. **Test Administrators** are instructed to distribute test tickets just prior to student login, and to collect test tickets after all students have logged in and begun testing. After a testing session is complete, the **Test Administrator** should return all test tickets to the **Building Coordinator** for destruction or secure storage (in the event a student has not completed a test. See below).

If a student must take a break from testing and the break exceeds 20 minutes, the test ticket will be required to resume testing. If a student cannot finish a single assessment on the same day in which it was started, the test will become locked. Locked tests cannot be unlocked. At the end of each day of testing, all tickets must be destroyed. If you suspect a student's test ticket and/or password have been compromised, contact MI-Access helpdesk at 1-877-560-8378, Option 2.



## ASSESSMENT ADMINISTRATOR FI

Since the FI student-facing portion of MI-Access assessment is administered online (unlike P or SI answer document) this section is to provide a quick review and checklist for administrators. Detailed instructions have been provided in the administration section of this manual for testing each student.

The checklist is provided as a single-page document to guide you in the tasks associated with online MI-Access testing.

## ASSESSMENT ADMINISTRATOR FI CHECKLIST

- ☐ Read and become familiar with the overall MI-Access administration directions found in the Paper/Pencil Test Administrator Manual on the MI-Access webpage at [www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)
- ☐ Review the online guidance documents found on the MI-Access webpage
- ☐ Make sure you have read the administration portions of the Paper/Pencil Test Administrator Manual found on the MI-Access webpage
- ☐ Please read and become familiar with both paper/pencil and online test manuals
- ☐ Confirm and verify Test Engine (INSIGHT) and Testing Site Manager (TSM) Set Up with Technology Coordinator (test that the system is properly installed by accessing OTTs)
- ☐ Report any set up problems or issues to your building coordinator/technology coordinator
- ☐ Arrange the testing environment which may include logging students into test with test ticket, verify student information, and click on test name and part for the student
- ☐ Assist student(s) with test features such as, speed and volume of text, color chooser, contrasting, etc.
- ☐ Review the Summary page with the student to make sure all items have responses, submit test when the student is finished
- ☐ Post-Test – Return all test tickets to building coordinator for destruction

# ACCOMMODATIONS

## ACCOMMODATION TYPES

The Spring 2015 MI-Access FI online assessments offer two kinds of accommodations - embedded and non-embedded. Embedded accommodations are those that are integrated into the online testing system. They're referred to as "online" accommodations in eDIRECT. These accommodations need to be turned on by the **Building Coordinator** in eDIRECT *before* the student's test ticket is generated. Non-embedded accommodations are those that are not available within the test engine, such as having a teacher read the items aloud to a student. These are referred to as "standard" accommodations in eDIRECT. They can be checked before or after the student tests.

There are other supports and accommodations available to students using the online assessment (such as text-to-speech, color chooser, zoom, etc.) that are available in the test engine but do not need to be turned on at the student level in eDirect, which is why they do not appear as options to "turn on" in eDirect. In addition, there are other non-embedded supports available other than use of a Scribe, but it is not necessary to designate these in eDirect, provided you are implementing them according to the Supports and Accommodations tables and guidelines.

## TURNING ON ACCOMMODATIONS

For detailed information on turning on embedded accommodations, refer to the **Accommodations - Adding, editing, Mass-assigning** guide and mini-tutorial. This document can be found at <http://mi.drcedirect.com>  
General Information → Documents

Online accommodations are abbreviated on the login tickets as follows:

Embedded/Online Accommodation	Login Ticket Abbreviation
Masking	MSK

Non-embedded/standard accommodations do not display on login tickets.

Non-embedded/Standard Accommodation	Login Ticket Abbreviation
Scribe	n/a

If a student does not complete an assessment part on the same day in which the test was begun, the test will be placed in a “locked” state. **Locked tests cannot be unlocked.**

If it is unlikely that a student will finish any single test in a single day, a paper/pencil test should be ordered. If no paper/pencil test was ordered and the student is unable to complete the test in a single day, two options are available:

1. No action – the test will be submitted as-is in an incomplete state.
2. The school and the parents can mutually agree that the student will take a paper/ pencil version of the test. This test must be ordered through additional materials and the student must complete the entire test within the remaining test window. The incomplete online test must be invalidated by the Building Coordinator (see the Building Coordinator section for more information on invalidating tests).



*Office of Standards and Assessment (OSA)*

*Phone: 1-877-560-8378*

*Website: [www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)*

*Email: [baa@michigan.gov](mailto:baa@michigan.gov)*